



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	4	Service Requirements For Sponsoring Organizations	
Section	9	Information to parents (N.J.A.C. 10:126-4.9)	

§10:126-4.9 Information to parents

(a) The sponsoring organization shall supply to providers sufficient copies of a written Information to Parents Statement designated by the Office of Licensing for the parents of all enrolled children. The Information to Parents Statement shall indicate that:

1. The provider has received a Certificate of Registration;
2. The provider is required to display the Certificate of Registration in a prominent location within the family child care home during its operating hours;
3. The provider is required to comply with all applicable requirements of the Manual of Requirements;
4. Parents may receive a copy of the Manual of Requirements by contacting the sponsoring organization;
5. Parents may report alleged violations of the Manual of Requirements to the sponsoring organization or to the Office of Licensing;
6. Any person who has reasonable cause to believe that a child enrolled in the family child care home has been or is being subjected to any kind of child abuse/neglect by any person, whether in the family child care home or not, is required by State law to report such allegations to the Department's State Central Registry at 1-877 NJ-ABUSE (1-877-652-2873). Such reports may be made anonymously;
7. Parents of enrolled children shall be permitted to visit the family child care home at any time when enrolled children are present without having to secure the prior approval of the provider. Parents may be restricted to visit only those areas of the home designated for family child care;

8. The operation of the family child care home is subject to monitoring by the sponsoring organization at least once every two years and by the Office of Licensing;

9. The provider is required to comply with the inspection/investigation functions of the sponsoring organization and the Office of Licensing, including the interviewing of adults and children in the family child care home;

10. Parents may request that the sponsoring organization provide technical assistance to the parent or the provider, and referrals to appropriate community resources; and

11. The provider shall notify the parents in writing when a substitute or alternate provider will be caring for the children, unless there is an emergency on a particular day, in which case the provider shall verbally notify the parent.

(b) When an enrolled child has been identified as or is suspected of having a